

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR I/ II
LOCATION: BURBANK, CA
JOB REQUISITION: 2896

OVERVIEW

The Administrative Coordinator I/II, with the Office of Court Construction and Management (OCCM), will provide a variety of administrative support duties in the Burbank Office.

This position is ideal for a motivated professional interested in joining a growing team of a new division of the AOC responsible for all aspects of court facility development, including planning, site acquisition and environmental analysis, design and construction, repairs, transfer of facilities from the counties to the state, and operations and maintenance. The Southern Regional Office serves 11 Southern Region superior courts of Los Angeles, Orange, San Diego, Riverside, San Bernardino, Imperial, Inyo, Ventura, Santa Barbara, San Luis Obispo, and Kern, and the 2nd and 4th Appellate Court Districts. The Office of Court Construction and Management is staffed by planning, design, construction management, real estate, environmental, and facilities management professionals dedicated to improving court facilities statewide and in the Southern Region. This position will be responsible for varied administrative duties supporting this range of professionals.

RESPONSIBILITIES

- Establish and implement administrative procedures;
- Establish and maintain a general filing system and library;
- Assist staff in the development and preparation of formal presentations; prepare materials and binders for meetings and programs;
- Maintain project drawing files and coordinate with central drawing library and database;
- Prepare and process expense and travel claims, maintain financial records;
- Coordinate meetings, conferences, and workshops including on-site and off-site meeting logistics; hotel reservations; conference room set-up; and audiovisual requirements;
- Prepare agendas and summarize meetings;
- Coordinates preparation and distribution of survey materials and other research;
- Collects bids and service contracts and prepares for manager's review;
- Prepares quality control inspection reports;
- Perform small photocopying jobs, maintain photocopier and office supplies;
- Prepare general correspondence, reports and memoranda as assigned by staff and manager;
- Proofread, copy, and format documents; and
- Perform other administrative duties as assigned.

QUALIFICATIONS

Administrative Coordinator I: Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience performing administrative support work.

OR

One year as an Executive Secretary or two years as an Administrative Secretary with the judicial branch.

Administrative Coordinator II: Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience organizing and coordinating administrative support for programs and/or projects.

At both levels, additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Competency in several of the following skills is preferred: advanced word processing, presentation software; spreadsheet applications; relational databases; and file management. The successful candidate will be detailed oriented and have the ability to organize and prioritize work; coordinate multiple work activities and meet critical deadlines; support several professionals and managers simultaneously, work cooperatively with staff in other offices and organizations; and be an energetic member of the team. A high level of accuracy is necessary to succeed in this role along with the ability to communicate with staff at all levels. Ability to work independently on routine tasks is highly desired.

HOW TO APPLY

To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req-2896, Administrative Coordinator I/II. This position requires the submission of our official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled.

OR

To obtain a printed application, please download a copy from our website under the Special Access and Application Help section OR visit:

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San Francisco, California 94102-3688
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PAYMENT & BENEFITS

SALARY RANGE:

Administrative Coordinator I: \$4,033 - \$4,904 Per Month

Administrative Coordinator II: \$4,437 - \$5,393 Per Month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
ADMINISTRATIVE COORDINATOR I/ II
Job Req #2896**

1. Please describe your level of proficiency with Microsoft Outlook: as "Beginner", "Intermediate", "Advanced" or "None".

2. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.

3. Please describe your level of experience with calendaring software and describe a project using that software.

4. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.

5. Please describe your experience in writing meeting materials and proofreading the work of others.